

REQUEST FOR PROPOSALS
FOR SIGNAGE DESIGN, FABRICATION AND INSTALLATION
OF CHANNEL SIGNAGE



The Village of Bridgeview, (The Village) is requesting proposals for the award for Design-Fabrication and installation of Channel Signage. The Village shall approve the award of this contract based on the evaluation criteria in this RFP along with the help of the Evaluation Committee. Responses to this RFP will be used during the evaluation process to select and negotiate with a qualified firm to deliver the described product.

This RFP does not commit the Village to enter into a contract, nor make a selection of a vendor. The Village reserves the right at its sole discretion to make a selection, to reject any or all submissions, issue subsequent RFP, and to enter into a contract for all or some of the services/products described in this RFP.

Proposals must be received by:

December 21, 2018 at 3:00pm

**The Village of Bridgeview
c/o Channel Letter RFP
7500 South Oketo Avenue
Bridgeview, IL 60455**

<p>Mandatory Pre-Bid Meeting and Site Visit-Walk Through December 4th, 2018 at 1:30pm at SeatGeek Stadium (71th and Harlem)</p>

Proposals received after the time and date established will not be considered.

The proposals will NOT be opened publicly but opened by the Evaluation Committee and reviewed prior to a possible selection.

BASE PROPOSAL SUBMISSION FORM

I, the undersigned, submit the following proposal to the Village of Bridgeview as further described in this Request for Proposals.

Proposer's Signature*: _____

Proposer's Printed Name: _____

Company Name: _____

Address: _____

Phone: _____

E-mail Address: _____

Illinois Business Authorization Number: _____

Federal Tax ID Number (EIN): _____

Proposed Price based on RFP Criteria and Specs: _____

Conditions to Pricing, if any: _____

If vendor offers/proposes a different product or system please provide specifications, warranty information, recent installations and pricing difference. Village at its sole discretion may accept or reject proposed changes to specifications.

*Signature on this proposal certifies that the proposal is made without collusion with any person, firm, or corporation making a proposal for the same goods and/or services and is in all respects fair and without collusion or fraud. Signature on a proposal also certifies that the proposer has read and fully understands all proposal specifications, terms, and conditions.

SUGGESTED SUMMITAL INFORMATION

Proposal Format:

Proposals must be typewritten and must be attached to the Base Submissions Form provided.

Proposed Signage Systems and Installation Information:

- Proposed pricing
 - All work must be done at Prevailing Wage or by a Union registered company
 - Certified Payroll documents will be required
- Product specifications as outlined or determined between the parties
- Warranty and service information
- Nearest installation of recent channel signage projects

Proposed Project Schedule and Timeline:

- Guaranteed schedule and completion date to be determined between the parties, but under no conditions final installation will be later than March 8, 2019

Proof of Insurance:

- Additional Insurance maybe requested/required based on coverage levels provided

Corporate Information:

- Years in business
- Annual sales
- Active litigation with public entities

List of References:

Provide three (3) references of the public or private entities having done work for previously in terms of the size and type of project outlined above. Information should include name of contact, contact phone number and date of service for reference.

EVALUATION CRITERIA

The Evaluation Committee shall evaluate submitted proposals on the following criteria:

Pricing:

- Final pricing
- Design, fabrication and installation schedule
- Conditions to pricing, if any

Time of Delivery:

- The selected firm must be able to complete the project by an established date between the parties, but no later than March 8, 2019.

Liquated damages will be included in the contract between the Village and selected Firm.

Project Plan, to be developed with Village and Sponsor:

- Contractor is responsible to comply with any/all required permits required by local authorities and ordinances.
- Detailed sequence/schedule of work, with starting and ending dates for each activity.
- Remove and transport debris in a manner that will prevent spillage on adjacent surfaces and areas.
- Clean adjacent areas of dust, dirt and debris caused by installation. Return adjacent areas to condition reasonably acceptable to the Village.

Firm and Project History:

- Selected firm's previous project history and recently completed similar signage jobs

References:

- As provided by the submitter

Conformance to Proposal Requirements:

Proposals must conform to the requirements of the RFP.

PROJECT OVERVIEW AND SCOPE

The selected firm will work with the Village on the final design, fabrication and installation of channel signs at two locations- over the main arch entryway and over the permanent stage. See attached example of current and proposed signage.



Current Archway Signage

Current signage is as follows:

- Toyota Logo “Bug” approximately 4’ 6”
- Toyota Park Letters approximately 2’ 11’
- Sign is electicafied

PROJECT OVERVIEW AND SCOPE



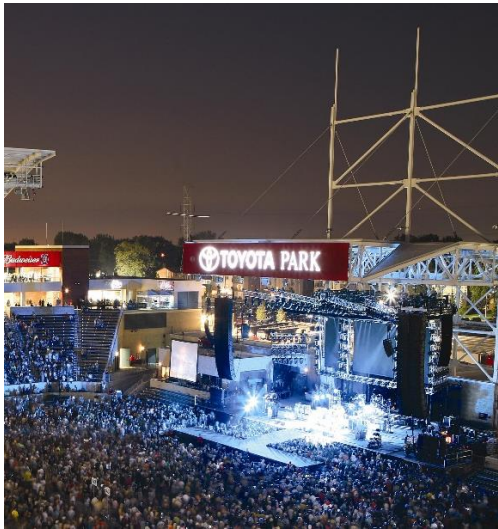
Proposed Archway Sign

No design specifications, less color scheme*

- Sign will be electicafied

*Selected vendor will work with Village and Sponsor to develop final signage in terms of scale

PROJECT OVERVIEW AND SCOPE



Current Stage Signage

Approximate signage is 80' w x 9' h

Sign is electrified



Proposed Stage Signage*

No design specifications, less color scheme*

- Sign will be electrified

*Selected vendor will work with Village and Sponsor to develop final signage in terms of scale